



United States Department of the Interior
National Business Center
Aviation Management
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Boise, Idaho 83706-3991



DOLAM OPERATIONAL PROCEDURES MEMORANDUM (OPM) 06-39

Subject: DOI Use of Forest Service Procured Flight Services

Effective Date: January 1, 2006

Supersedes: OPM 05-39 dated January 1, 2005

Distribution: A, B, & C

Expiration Date: December 31, 2006

.1 Purpose. This OPM establishes policy pertaining to the use of U.S. **Department of Agriculture**, Forest Service (FS) procured **Exclusive-Use** and **Call-When-Needed (CWN)** flight services by Department of the Interior (DOI) bureaus as prescribed herein.

.2 Authority. The Associate Director, **DOI National Business Center**, Aviation Management (**NBC AM**), establishes policy in accordance with the provisions of Departmental Manual 112DM12.2E, G and J, and Secretarial Order 3250 dated September 30, 2003.

.3 Policy. Departmental Manual 353DM1.2A and 353DM2.2A specify all commercial aviation services required by any bureau or office of the Department of the Interior (with the exception of those services listed under 353DM1.2A) shall be acquired through the procurement process of the **NBC AM Acquisition Branch**.

The above policies notwithstanding, this OPM authorizes DOI bureaus to **obtain** aircraft flight services using a FS procurement process **for either emergency or non-emergency purposes**.

A. Emergency use. If a FS procurement document is used for emergency purposes, the DOI bureau is not required to follow the procedures listed under 3.B. below or provide the documentation required under Appendix 1.

B. Non-Emergency use. A FS procurement document may be used on a case-by-case basis under the following conditions:

1) The DOI bureau employee has DOI bureau authority to order aviation services.

2) Either of the following situations exists:

a. There is no NBC AM procurement document (Aircraft Rental Agreement (ARA)/ Exclusive Use contract in place or available for the requested vendor/contractor.

OR

b. There is an NBC AM procurement in place with another contractor; however, the DOI bureau may determine and document that it is advantageous, considering cost and other factors, to use a FS procurement document in lieu of an NBC procurement document.

3) There is a proper and formal FS procurement document in place prior to the use of aircraft flight services by the DOI bureau.

4) The cognizant FS Contracting Officer concurs in the DOI use of the FS contract.

.4 Limitations. This OPM is not intended to amend or supersede current, on-going, or future DOI flight service requirements that bureaus have or intend to have that are procured by NBC AM Acquisition Branch as prescribed by DM policy. This OPM will not affect DOI/FS shared flight services of the same vendor/contractor that both agencies utilize under respective NBC AM/FS procurement documents (i.e., CWN, medium and heavy helicopters.)

.5 Procedures. For non-emergency procurements, the ordering DOI bureau will complete Appendix 1, Process Checklist – Use of FS Procured Aircraft, ensuring that all required elements described below have been completed.

A. Document the basis for any decision under 3.B.2)b. above to use a FS procurement to acquire aviation services in lieu of an NBC AM ARA or Exclusive Use contract.

B. Confirm a proper FS procurement document is in place and the method of payment by the DOI bureau with the FS. FS will make payment to the vendor/contractor for the services received in accordance with the FS procurement document.

C. Obtain approval from the FS procurement office Contracting Officer prior to use of the FS aviation services

D. Confirm with the FS that the aircraft and pilot have been inspected and subsequently approved for the intended special use mission/operation. If not approved for the intended special use mission, the DOI bureau shall contact the appropriate NBC AM Regional Office for further consideration of the vendor/contractor.

E. Disputes between the aviation vendor/contractor and the DOI bureau will be adjudicated by the FS Contracting Officer and the DOI bureau will be responsible for any resultant financial obligation of the Government.

.6 Bureau Responsibilities.

A. Prior to Flight:

1) Complete and retain the documentation required above.

2) Immediately prior to any flight, the DOI bureau user(s) shall verify that the FS approved pilot and aircraft have a current interagency qualification card in their possession identifying approval for the specific mission/operation.

B. After the Flight:

1) Verify services received by completing an original **FS payment document, Flight Use Report form(s)** FS-6500-122, and return to the vendor/contractor pilot or **their** representative. Retain a copy of the **FS-6500-122 form(s)** for inclusion with the documentation data listed above.

2) Report use **of the FS flight services** to the **NBC AM Accounting Branch**, Boise, Idaho, via a copy of the FS-6500-122 **document(s)** clearly noting **"Not for Payment Purposes."**

3) Attach a copy of the **Process Checklist – Use of FS Procured Aircraft, with the FS-6500-122(s)** submitted to **NBC AM Accounting Branch**.

.7 General

A. Bureau aviation users are encouraged to seek advice and assistance from **the appropriate** **NBC AM** Regional Office when the authority in this OPM is being considered.

/s/ Mark L. Bathrick
Associate Director

PROCESS CHECKLIST
USE OF FS PROCURED AIRCRAFT
FOR NON-EMERGENCY PURPOSES

Complete each item to assure that all information and procedures required under paragraph .5 have been properly obtained, attach any supporting documentation, and maintain on file at bureau level.

Authorized DOI Bureau Representative:

Name _____ **Telephone No.** _____

Document basis for decision under 3.B.2)b. to use FS procurement to acquired aviation services in lieu of NBC AM Aircraft Rental Agreement or Exclusive Use contract.

1. Mission(s) to be flown (including location) _____

Proposed Mission Date(s) _____

2. FS Vendor/Contractor to be Utilized _____

Telephone No. _____ Type Aircraft _____

FS Procurement Document No. _____

FS applicable rates _____

3. Forest Service Procurement Contact Point _____

Telephone No. _____ Approval Received Yes ____ No ____

4. Aircraft and pilot have been inspected and approved for intended special use mission/operation. Yes ____ No ____

If not NBC AM Regional Office has been contacted. Yes ____ No ____

5. Immediately upon completion of FS flight services: Submit copy of FS-6500-122 Flight Use Report form(s) and a copy of this form via mail to the NBC AM Accounting Branch, Boise, Idaho, 300 E. Mallard Drive, Suite 200, Boise, Idaho 83706 or Facsimile 208-433-5043.

Form Submitted. Yes ____ No ____